

DUTY STATEMENT

Classification: Energy Resource Specialist III (Managerial)	Position No. 8000-4805-001
CBID: M10	Office: Administration
Date Prepared: October 8, 2018	Division: Energy Assessments Division
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under the general direction of the Deputy Director of the Energy Assessments Division, the Energy Resources Specialist III (Managerial) (ERS III) is responsible for assisting the Deputy Director in all aspects of the division's deliverables including forecasts, analysis, and data reporting, as well as policies, and administrative responsibilities. In this capacity, the ERS III functions in the place of and as an extension of the Deputy Director. The incumbent will perform the functions of the Deputy Director in his absence. In addition, the ERS III has responsibility to manage and interact with division office managers, supervisors, and staff regarding the division's analysis, modeling, deliverables and projects. The ERS III is expected to provide oversight and management of the division's deliverables, and administrative and budget functions.

WORKING CONDITIONS. Work is typically performed indoors in an office setting involving sitting, standing, and walking. The candidate must work well with people inside and outside the Energy Commission, including members of the general public. Travel may be required to attend workshops, hearings, and meetings. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, spreadsheet and data management programs, electronic mail and Internet browsers. The incumbent will participate in and lead meetings with other staff and other agencies.

DUTIES AND RESPONSIBILITIES:

- 35% Participates with the Deputy Director in decisions on complex policy matters and on the overall activities, organization, and long-term direction of the division. Develops policy statements, analysis direction, and division goals as needed. (E)
- 25% Provides management direction and leadership for analysis deliverables requiring a broad policy perspective and high degree of political sensitivity. Provides support and leadership for special projects such as modeling studies or data analysis, policy reports, and legislation review that involve interoffice and interdivisional coordination. (E)
- 20% Represents the division at Commission hearings, business meetings, policy and division specific meetings, interdivisional meetings, interagency meetings, project workshops, and other forums. (E)
- 10% Provides management direction for critical analysis and deliverables, various projects such as special reports and quick responses to the Legislature, Governor, or Commissioners. (E)

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- 5% Provides oversight for the division's administrative activities including budget and workplan preparation, technical support contract management, and personnel actions. Evaluates staff activities, projects, and performance to ensure compliance with Commission mandates and policies and to ensure continuity with program missions and goals. (E)
- 5% Other duties as required consistent with the specification of this classification. (M)

SIGNATURES			
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position			
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Employee	Date	Siva Gunda	Date
Energy Resources Specialist III (Managerial)		Deputy Director	